

**Annexure-VIII**

**LEAVE RULES**  
**SPECIFIC TO**  
**REGULAR EMPLOYEES**  
**OF**  
**CIT KOKRAJHAR**

**CENTRAL INSTITUTE OF TECHNOLOGY, KOKRAJHAR**  
**(Centrally Funded Institute under Ministry of HRD, Govt. of India)**  
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**LEAVE RULE**

**1.0. DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE**

**1.1. DUTY LEAVE:**

i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:

(a) Attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Institute;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Head of the Institute.

(c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the Institute;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, AICTE, a sister institute or any other academic body; and

(e) For performing any other duty for the Institute.

ii. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.

iv. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

vi. Duty leave shall be given also for attending meetings in the UGC, DST, AICTE etc., where a teacher invited to share expertise with academic bodies, government or NGO.

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**1.2. STUDY LEAVE:**

**(A ) Study Leave for Teaching Staff**

Study leave with pay for acquiring M. Tech. and Ph.D. in the relevant branch / discipline while in service by shall be granted relaxing the number of years to be put in after entry while keeping in mind the availability of vacant positions for teachers and other cadres in Institute, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

(i) Study leave may be granted for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institute to make a special study of the various aspects of university organization and methods of education.

(ii) Subject to the terms contained , in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of three including the years of probation, keeping in mind the availability of vacant positions for teachers, so that a teacher entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

(iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years of service being continuous.

**Explanation:**

In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph.D. research work.

(iv) Study leave shall be granted by the Board of Governors (BoG) on the recommendation of the concerned Head of the Institute. The leave shall not be granted for more than three

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years in one spell, save in very exceptional cases in which the BoG is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute.

(v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

(vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the BoG. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the BoG to treat the period of shortfall as ordinary leave has been obtained.

(viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Institute.

(ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the BoG, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.

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(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. *Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

(xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the Institute, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause

(xiv) Above.

(xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(XVII) Requisite Bonds in the prescribed forms are required to be executed by the official before proceeding on study leave. The bond amount will be decided by the BOG .

(XVIII) Before grant of study leave for study outside India, Finance Ministry's agreement for release of foreign exchange is necessary.

(XIX) If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval

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**(B) Study Leave for Non- Teaching Staff**

**1. Conditions for the Grant of Study Leave**

**1.1** Subject to the conditions hereinafter specified in these rules, Study Leave may be granted to a Non-teaching employee (i.e. a member of the administrative, academic, and technical, library, medical staff etc.) who is -

**1.1.1** Confirmed in service and has rendered not less than three years of continuous service in the Institute.

**1.1.2** Not due to retire or has not the option to retire from the Institute within Five years of his/her expected return to duty after the leave, and

**1.1.3** Who fulfills the minimum qualifications for admission to the course study.

**1.2** Study leave may be granted to an employee with due regard to the need and exigencies of Institute service to enable him/her to undergo a special course of study including higher studies or specialized training, within the country or outside, in a subject relevant to his/her professional requirements.

**1.3** Study Leave may also be granted:

**1.3.1** for a training or study tour in which an employee may not attend a regular academic course provided such training or study tour is certified to be of definite advantage to the Institute from the point of view of public interest and is related to the sphere of duties of the employee concerned;

**1.3.2** for studies which may not be closely or directly connected with the work of the employee but which are likely to widen his/her expertise in a manner that would improve his/her abilities as a University employee, and equip him/her better to interact with those employed in other Departments/Centers of the Institute, and

**1.4** The above leave shall be granted subject to following conditions:

**1.4.1** That the particular study, study tour or training is approved by the authority competent to sanction the study leave; and

**1.4.2** that the employee be required to submit, on his/her return from leave, a full report on the work done by him/her while on study leave.

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Provided, however, leave for the pursuit of even purely academic subjects may be granted keeping in view of the requirement laid down by the University/University Grants Commission in respect of appointment/promotion of certain categories of staff (e.g. library staff) on the recommendation of the competent authority.

**1.7** Study Leave for pursuing studies outside India shall not be granted for those courses where adequate facilities for studies exist in India.

**1.8** Study leave may be granted only once in his/her entire service career.

**1.9** Study Leave to a non-teaching employee shall not be considered as a “right” but be treated as the privilege of the Institute.

## **2. Authority Competent to grant Study Leave**

Study Leave shall be granted by the BoG on the recommendation of the Head of the Institute.

## **3. Application for Study Leave**

**3.1** Application for Study Leave in the **prescribed format** shall be submitted through proper channel to the Head of the Institute, at least six months before the date on which the employee intends to avail himself/herself of such leave.

**3.2** The Head of the Institute may constitute a committee of senior faculty for scrutiny of the applications, forward them to the BoG.

**3.3** The merit for recommending cases of study leave shall take into account (i) the number of employees in the particular Department/Cadre, (ii) the recruitment by the Institute in the relevant fields of specialization (iii) the exigency of work (iv) the financial implications of each proposal and (v) any other factor which may have a bearing on the overall interest of the Institute.

## **4. Approval of Particulars of Study**

In the normal course, the employee should furnish the full particulars of the course of study which he/she intends to pursue and the place of study where such study is to be pursued, along with the application for the study leave. Where he/she is not able to do so at the time of application, he/she shall submit the particulars thereof as soon as possible and shall not, in any case, join course unless specific approval is given by the Institute. If, however, an

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employee joins a course of study without obtaining the prior approval of the competent authority of the Institute, he/she shall do so at his/her own risk and responsibility.

### **5. Length of Study Leave**

Study Leave shall not be granted for more than two years. In very exceptional cases in which the BoG is satisfied that extension of leave is unavoidable and necessary in the interest of Institute, provided that the period of study leave shall in no case exceed three years including permissible leave in his/her account during the entire period of service of the employee.

### **6. Execution of Bond and submission of relevant certificates**

**6.1** Every employee who has been granted Study Leave, or extension thereof, shall be required to execute a bond in the form so prescribed before going on Study Leave, or extension thereof, pledging to serve the Institute for a period of not less than five years after rejoining service at the expiry of the study leave.

**6.2** The Finance Officer shall be informed in writing to the effect that the employee who has been granted Study Leave has executed the requisite bond to enable him to release the salary of the employee, if payable, during the leave period.

**6.3** On completion of the course of study, the employee shall submit to the Registrar proof of having undergone the course including certificates, if any, of examinations passed along with information showing the date of commencement and termination of the course of study with remarks, if any, of the Institution where the study is undertaken.

### **7. Accounting of Study Leave and its combination**

**7.1** Study Leave shall not be debited against the regular leave account of the employee but the fact of having granted such leave shall be recorded in the Service Book of the employee.

**7.2** Study Leave cannot be combined with other kind of leave.

### **8. Regulation of Study Leave Extending Beyond the Course of Study**

When the course of studies falls short of the Study Leave granted to an employee, he/she shall resume duty on its completion, unless the previous sanction of the authority competent to grant leave has been obtained to avail the entire period of leave granted to



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him/her. Provided, however, that the period beyond the completion of the course shall be treated as ordinary leave.

## **9. Increments during Study Leave**

**9.1** The Study Leave shall count for increment, and for the benefit of Provident Fund but not for accumulating other kinds of leave. The increment falling due during the Study Leave shall be allowed with retrospective effect after the employee resumes duty. Study Leave with pay (whether full or half) will count as service for pension provided the employee rejoins duty on expiry of the Study Leave granted to him/her.

**9.2** Any extra qualifications acquired during the Study Leave will not confer any right on the employee to claim advance increment of salary, promotion etc.

## **10. Payment of Salary**

**10.1** Full pay shall be paid during Study Leave.

**10.2** An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance during the period of Study Leave, provided that the Head of the Institute may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full.

**10.3** The amount of scholarship, fellowship or any other financial assistance that an employee on Study Leave may be awarded will not preclude his/her being granted Study Leave with full/half pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Study Leave.

**10.4** If an employee on Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall not ordinarily be granted any Study Leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Board of Management may determine the Study Leave salary payable in each case.

**Note:** It shall be the duty of the employee who has been granted Study Leave, to communicate immediately to the Institute the financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

## **11. Payment of Study Allowance**

**11.1** Study allowance fixed as per UGC /AICTE rules may be sanctioned to an employee who has been granted Study Leave for studies outside India for the period spent in pursuing a specific course of study including examination, if any, at the end of the course of study at a recognized institution or in any tour of inspection or in any special type of work.

**11.2** Where the employee has been permitted to receive and retain, in addition to his leave salary, any scholarship, fellowship, stipend or any other financial assistance out of a Government or non-Government source, or any other remuneration in respect of any part-time employment:

**11.2.1** No study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the employee out of the scholarship, fellowship, stipend or remuneration) exceeds the amount of study allowance otherwise admissible; and

**11.2.2** In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship, fellowship, stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

**11.3** Study allowance shall not be granted for any period during which the employee interrupts his/her course of study to suit his/her own convenience:

Provided that the authority competent to sanction Study Leave may authorize the grant of study allowance for a period not exceeding 14 days at a time during which the employee is prevented by sickness from pursuing his/her course of study.

**11.4** Study allowance shall also be allowed for the entire period of vacation (if permissible) during the course of study subject to the conditions that

**11.4.1** The employee attends, during vacation any special course of study or practical training with the permission of the University: or

**11.4.2.** In the absence of any such permission, he produces satisfactory evidence before the University, that he has continued his studies during the vacation:

Provided that in case of vacation falling at the end of the course of study, Study Allowance shall be allowed for a maximum period of 14 days.

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**11.5** The period for which study allowance may be granted shall be determined keeping in view the needs of the course of study or for 36 months, whichever is less.

**11.6** The rates of study allowance payable to an employee shall be such as may be prescribed by the University from time to time for its employees.

**11.7** Payment of study allowance shall be subject to furnishing of a certificate by the employee to the effect that he/she is not in receipt of any scholarship or stipend or remuneration in respect of any part-time employment, unless he/she has been permitted to accept it, in addition to study allowance.

**11.8** Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being furnished by the employee that he/she would refund to the University over-payment, if any, consequent on his/her failure to produce the required certificate of attendance or on his/her failure to satisfy the Institute about the proper utilization of the time spent for which study allowance is claimed.

**11.9** In case where a specific course of study is pursued at a recognized institution the study allowance shall be paid by the University, and on claims submitted by the employee from time to time supported by a proper certificate of attendance from the institution concerned.

**11.10** The certificate of attendance to be submitted in support of the claims for study allowance shall be forwarded to the Institute at the end of the term, if the employee is undergoing study in an educational institution or at intervals not exceeding three months if he/she is undergoing study at any other institution.

**11.11** Where it is not possible to forward to the Institute information about attendance referred to in sub-rule 11.10, the employee shall submit to the Institute a report.

**11.12** The Institute after considering the report shall decide whether the time of the employee has been properly utilized and also determine for what period study allowance may be granted.

## **12. Traveling Allowance**

An employee granted Study Leave shall not ordinarily be paid traveling allowance. The Board of Management may, however, in exceptional circumstances, sanction the payment of such allowance.

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**13. Refund of Amount Owing to Resignation or Retirement after Availing Study Leave**

**13.1** An employee

- a) who is unable to complete his/her studies within the period of study leave granted to him/her, or
- b) who fails to rejoin the service of the Institute on the expiry of his/her Study Leave, or
- c) who rejoins but leaves the service within five years of the date of rejoining, or
- d) who within the said period is dismissed or removed from service by the Institute, shall be liable to refund to the Institute the amount of leave salary and allowances paid to him/her or any other expenses incurred on the employee or on his/her behalf in connection with the studies, together with interest thereon at the rate of interest that may be fixed by the BoG to be charged from the date of such payment:

Provided that if an employee has served the Institute for a period of not less than 30 months on return from Study Leave he/she shall refund to the Institute half of the amount calculated as above. In case the employee has been granted Study Leave without pay and allowances, he/she shall be liable to pay to the Institute an amount equivalent to his/her four months' pay and allowances last drawn as well as other expenses incurred by the Institute in connection with his/her studies, together with the interest thereon at the rate mentioned above.

**Explanation:**

If an employee asking for extension of Study Leave has been granted the extension and if he/she does not rejoin duty on the expiry of the leave originally sanctioned, he/she will be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of the dues under this rules.

**13.2** Notwithstanding the stipulations made in Clause 1 above, the BoG may grant exemption to an employee who within five years of return to duty from Study Leave is permitted to retire from Service on medical grounds.

Provided that the BoG may, in any other exceptional case, for reasons to be recorded, waive or reduce the amount refundable by an employee under this rule:

Provided further that the BoG may also grant exemption to an employee who, after return to duty from Study Leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign

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from the Institute service following his/her permanent absorption in the said statutory or autonomous body or institution in the public interest.

**13.3** The Study Leave availed of by such an employee as referred to in the above clause shall be converted into regular leave and debited to such leave account standing at his/her credit on the date on which the study leave commenced, any regular leave taken in continuation of Study Leave being suitably adjusted for the purpose and the balance of the period of Study Leave, if any, which cannot be so debited shall be treated as extra-ordinary leave.

**13.4** In addition to the amount to be refunded by an employee shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the Study Leave.

**14.0. Miscellaneous**

**14.1** Study Leave granted to an employee shall be deemed to have been cancelled if it is not availed of within Six months of its sanction provided that where study leave granted has been so cancelled the employee concerned may apply again for such leave after the lapse of one year.

Explanation:

The cancellation of leave owing the exigency of work or illness of the employee will be beyond the purview of this sub-rule.

**14.2** Where any doubt arises as to the interpretation of these leave rules, it shall be referred to the Head of the Institute for a final decision.

**14.3** Where the Head of the Institute is satisfied that the operation of any of these rules causes hardship in any particular case, he/she may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as he/she may consider necessary.

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**15.0. SABBATICAL LEAVE**

(i) To encourage interface between technical education and industry, faculty member shall be entitled for a sabbatical leave for six months for working in an industry after the completion of six years of teaching. Such leave, however, shall be available to a teacher only twice in his/her teaching career. Permanent, whole time teachers of the Institute who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Institute.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. *Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the BoG may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund; *provided* that the teacher rejoins the university on the expiry of his/her leave.

**16.0. OTHER KINDS OF LEAVE RULES FOR PERMANENT EMPLOYEES**

(a) The following kinds of leave would be admissible to regular employees of the Institute:

(i) Leave treated as duty, *viz.* Casual leave, Special casual leave, and Duty leave;

(ii) Leave earned by duty, *viz.* Earned leave, Half Pay leave, and Commuted leave;

(iii) Leave not earned by duty, *viz.* Extraordinary leave; and Leave not due;

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(iv) Leave not debited to leave account

(v) Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;

(vi) Leave on grounds of health, viz. Maternity leave and Quarantine leave.

(b) The BoG may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

### **16.1 Casual Leave**

(i) Total casual leave granted to a teacher shall not exceed 10 days in an academic year.

(ii) Total casual leave granted to a Non-teaching staff shall not exceed 15 days in a year.

(iii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### **16.2 Special Casual Leave**

(i) Special casual leave, not exceeding 15 days in an academic year, may be granted to a faculty to participate in Short Term Courses, Conferences, Quality Improvement Programmes, Seminars, Training etc.

(ii) In computing the 15 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

### **16.3 Earned Leave**

(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of actual service including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or

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training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India. For avoidance of doubt, it may be noted:

- (a) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
- (c) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

#### **16.4 Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

#### **Explanation:**

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

#### **16.5 Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.



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### **16.6 Extraordinary Leave**

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Head of the Institute is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

### **16.7 Leave Not Due**

(i) Leave not due, may, at the discretion of the Head of the Institute, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on

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medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Head of the Institute is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(ii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the BoG. *Provided* that the BoG may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

### **16.8 Maternity Leave**

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### **2.9 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall grant only up to two children.

### **2.10 Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.

### **3.0 Vacation**

- i. Faculty and Librarian may avail 60 days vacation in an academic year partly in winter and partly in summer period or entire 60 days in summer period. Other employees are not eligible for vacation.

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- ii. A new faculty joining in the summer vacation period is not eligible for vacation during that summer.
- iii. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.
- iv. The duration of winter vacation period and summer vacation period will be notified by the Registrar.
- v. Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combined should not exceed 180 days at a time.
- vi. If a staff member avails of any vacation half of that period will be debited from his/her EL account. For example, if a staff member avails 40 days vacation in an academic year, 20 days will be deducted totally from his/her EL account in the respective half year EL account. It is equivalent to say that if a staff member avails of 40 days vacation in a year, only  $[30 - (40/2)] = 10$  days EL benefit will accrue for that year in his/her account, instead of 30 days.

**17.0. Interpretation of Rules:**

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all.

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